



**T.E.A.C.H. Early Childhood® MINNESOTA**

# Recipient Policies and Procedures Manual

**January 2019**

Dear Scholarship Recipient,

Welcome to the T.E.A.C.H. Early Childhood® MINNESOTA scholarship program! We are very excited that you have accepted the challenge of continuing your education while working in the early childhood education and/or school-age care field. To ensure that you have a successful experience in our scholarship program, you are receiving this manual as part of your award packet.

Please carefully read through each section of this manual before signing your contract; we want you to have a clear understanding of T.E.A.C.H. MINNESOTA and our expectations. Each section is designed to provide you with specific information about how the program works. At the end of the manual we have included a T.E.A.C.H. MINNESOTA staff directory and contact information. Please contact us with questions or concerns you may have. We are here to help you have a successful experience.

After reading this manual, please sign and return a contract and the contract addendum. Both of these documents must be mailed to us; we need your original signature on file. We will not authorize or disperse any funds on your behalf until we have received both of these documents.

We wish you the best and look forward to working with you as you pursue your educational goals.

Sincerely,

T.E.A.C.H. MINNESOTA scholarship program staff

# T.E.A.C.H. MINNESOTA

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# T.E.A.C.H. MINNESOTA

## Introduction and Program Overview

### **What is the Recipient Manual?**

This manual is the Recipient Policies and Procedures Manual of Child Care Aware of Minnesota's T.E.A.C.H. Early Childhood® MINNESOTA program (hereafter referred to as T.E.A.C.H.). The Recipient Manual is referred to in and supplements the separate contract between Child Care Aware of Minnesota (hereafter referred to as Child Care Aware) and each individual scholarship recipient. Child Care Aware reserves the right to change, add to, eliminate or modify any of the policies and procedures in this Recipient Manual at its discretion, with or without notice. The most updated version of the manual will always be available on the T.E.A.C.H. website.

### **What is the T.E.A.C.H. Early Childhood® Program?**

T.E.A.C.H. MINNESOTA is a higher education scholarship program intended to help early childhood and school-age care professionals increase their levels of education, compensation and commitment to the field.

### **History of the T.E.A.C.H. Early Childhood® Program**

The Teacher Education And Compensation Helps (T.E.A.C.H.) Early Childhood® Project began as a program of Child Care Services Association (CCSA), located in North Carolina, in 1990 to improve the level of education of providers working with young children, while making the educational process affordable, increasing wages and reducing turnover.

Over the past two decades, the program has received national attention as one of the first to link teacher education and compensation. Because of the T.E.A.C.H. Early Childhood® Project child care professionals have completed on average 14 credits each year, turnover rates have decreased and salaries have increased. The program has expanded to more than 24 states across the nation. For more information on the creation of T.E.A.C.H. in North Carolina and states that currently administer the program, visit <http://teachecnationalcenter.org/>

### **History of T.E.A.C.H. Early Childhood® MINNESOTA**

T.E.A.C.H. MINNESOTA, a program of Child Care Aware of Minnesota, began in 2002. In its first year, T.E.A.C.H. served a select portion of Minnesota only, offering the CDA assessment fee and associate degree scholarship options. During the fall of 2003, T.E.A.C.H. awarded its first bachelor's degree scholarship. Currently T.E.A.C.H. serves child care providers and sponsoring centers statewide, and it focuses solely on scholarships that cover higher education expenses. The CDA assessment fee is now covered by another program of Child Care Aware.

As the licensee agency, Child Care Aware sets the policies and procedures for operating the T.E.A.C.H. program in the state of Minnesota within the guidelines established by the T.E.A.C.H. National Center. When making decisions that may impact the T.E.A.C.H. program, Child Care Aware utilizes input from the T.E.A.C.H. Advisory Committee and other key early care and education stakeholders.

To continue operating a successful program, T.E.A.C.H. annually surveys scholarship recipients and sponsoring centers to better understand their experience with the program and to make necessary changes for improvement. Additionally, T.E.A.C.H. regularly surveys higher education staff and faculty to learn their perspectives of the program.

### **T.E.A.C.H. MINNESOTA's Mission Statement**

The mission of T.E.A.C.H. is to promote and provide support needed for child care professionals to increase their level of education, retention and compensation, while ensuring that it is economically and professionally feasible for individuals to stay in the field.

## **Administering Organization**

Child Care Aware of Minnesota, a nonprofit corporation, administers T.E.A.C.H. MINNESOTA. Child Care Aware is dedicated to assisting families, providers and communities with child care information and services. For more information about Child Care Aware visit <http://childcareawaremn.org/> . T.E.A.C.H. MINNESOTA is funded largely through federal dollars but also receives some foundation support. T.E.A.C.H., the scholarship recipient and the sponsoring child care sponsoring center (when applicable) each pay a portion of educational costs.

## **Available Scholarships**

- Associate Degree Scholarship
- Bachelor's Degree Scholarship
- CDA Training for College Credit
- Student Teaching Scholarship
  - This scholarship is available to child care and school-age care professionals who are enrolled in Student Teaching and are able to work 10 hours per week while completing their student teaching requirements. We do not provide the application for the student teaching stipend on our website; you must contact a counselor for more information about this award.
- 3 to 8 Credit Scholarship
  - This flexible scholarship is designed to fill a variety of needs. It is for child care professionals who are interested in beginning an associate or bachelor's degree program but want to build their confidence by easing into a higher education setting can use this scholarship to take a few classes. It is also intended for providers or teachers who are finishing a degree or want to take a few credits to complete their required Parent Aware training.

All scholarship models are available to Minnesota early childhood and school-age care professionals who work at least 20 hours per week in a legally regulated or licensed child care/school-age care program or operate a licensed family child care program and meet the eligibility requirements.

## **Role of the Counselor**

T.E.A.C.H. MINNESOTA counselors answer questions regarding scholarship contracts and policies/procedures and provide suggestions regarding scholarship options. They also provide suggestions of college options for potential applicants or current recipients planning to change schools or degree programs. The counselor communicates on behalf of recipients with participating colleges and universities to ensure prompt payment for approved classes. Counselors are an important component of the program; they help make T.E.A.C.H. MINNESOTA a success for everyone.

# T.E.A.C.H. MINNESOTA Procedures

## Beginning a Scholarship Year

All scholarship recipients will receive an award packet at the beginning of each scholarship year, this packet contains the following items:

- **Contract:** Lists the responsibilities of the T.E.A.C.H., the recipient, and employer (if applicable) for the next 12 months, needs to be read, signed, and returned to the T.E.A.C.H. office.
- **Contract addendum:** Explains T.E.A.C.H. policies for repayment if a contract or commitment year is broken, needs to be signed by the recipient
- **School Release Form:** Gives permission for the recipient's college to share information with T.E.A.C.H.
- **W-9 Tax Form:** It is required that everyone receiving money from T.E.A.C.H. complete this form each year.
- **Individual Professional Development Plan:** Optional tool for setting professional goals
- **Participant Checklist:** Summary of scholarship year schedule
- **Recipient Manual:** This document
- **Pre-Authorization Form and Book Reimbursement Form Instructions:** Instructions for filling out the electronic forms and where to find them on the website.
- **Form C and Instructions (if eligible for release time):** Instructions and form for claiming release time.

First Step: Read, sign and mail back to the T.E.A.C.H. office the following paperwork from the award packet: Contract, Contract Addendum, W-9, and School Release Form. (Keep copies for records.)

Most scholarships provides the following benefits each term (check your contract for details):

- Book reimbursements (90% of the cost)
- Travel/internet stipend (\$60/semester or \$45/quarter)
- Paid release time or sub reimbursement (directors/assistant directors are not eligible for release time)
- 85 percent of the tuition and fees are covered by T.E.A.C.H. (Check your contract to see what portion you are responsible for).
- Bonus or raise (if minimum credits are completed by the end of the scholarship year)

## Beginning a Term

At the start of each term the following forms are required: these forms are online and can be found on the website.

- **Pre-Authorization Form:** Listing the classes you want T.E.A.C.H. to pay for during the next semester/quarter
- **Book Reimbursement Form:** To request a reimbursement for your book costs
- **Book Receipt(s):** Must be uploaded to the Book Reimbursement Form or emailed in order to receive a reimbursement

The Pre-Authorization form is where you will list your classes and college(s) for each term. The T.E.A.C.H. counselors use this information in order to set up payment with the college(s). Pre-Authorization forms need to be submitted by the specified deadlines. **If you were awarded a scholarship after the deadline listed below then send in your pre-authorization form as soon as your classes have been confirmed by your college. Otherwise, submit by the following deadlines:**

- Fall semester/quarter – July 30
- Spring semester/Winter quarter – November 30
- Spring quarter – February 28
- Summer semester/quarter – April 30

Next Step: Check your contract to see how many credits T.E.A.C.H. will help cover for the next year and plan how many credits you want T.E.A.C.H. to cover each term. Then complete a Pre-Authorization Form with the classes you want T.E.A.C.H. to pay for the next semester/quarter. Note: Book Reimbursement Form can be submitted after classes start.  
**If your classes change at any point, please let a T.E.A.C.H. counselor know and complete a new Pre-Authorization Form.**

The T.E.A.C.H. counselor will confirm the courses that have been approved for payment based on how many credits you have left until you reach the credit limit for your contract (see your contract for details). If you submit your form too late, you may be responsible for paying the school first and then being reimbursed by T.E.A.C.H.

### **Adding or Dropping a Class**

If at any time you change a class please fill out a new pre-authorization form. You must drop or withdraw from a class before the college's drop/add deadline in order to avoid paying tuition charges.

The Book Reimbursement Form is used to track the amount you spent on books for each approved class every term. T.E.A.C.H. will only cover books for approved classes. It's not possible to charge books to T.E.A.C.H., they must be purchased and receipts submitted for reimbursement of the cost of the books (no reimbursement for school supplies such as laptops, notebooks, calculators, pens/pencils, etc.). If you purchase more books throughout the semester, you can submit a new Book Reimbursement Form and copy of book receipts for any new books. If your books are included in the price of tuition then don't complete a Book Reimbursement Form.

Next Step: As soon as books are purchased, complete a Book Reimbursement Form on the T.E.A.C.H. website and upload a copy of the book receipt(s). **T.E.A.C.H. will not pay your tuition bill until all the documents have been received.**

### **Tuition Payment**

The process of paying for tuition happens in the following steps:

1. T.E.A.C.H. counselor receives the pre-authorization form and confirms there are enough credits to cover the classes listed.
2. T.E.A.C.H. counselor emails a letter to the college(s) letting them know to bill T.E.A.C.H. for the full cost of tuition and fees for the listed classes.
3. Recipient receives a confirmation email from a T.E.A.C.H. counselor listing the classes T.E.A.C.H. expects to be billed for as well as reminders for missing paperwork.
4. Approximately a one month after classes begin the college sends a tuition bill to T.E.A.C.H.
5. T.E.A.C.H. pays the bill and then sends a bill or check to the recipient.

**Recipients who have reached their credit limit for their scholarship year and have decided to take classes beyond that limit, will be responsible for tuition and book costs for those classes.**

### **Financial Aid**

If you receive a federal or state grant or other scholarship funds (excluding loans), those dollars will first be applied toward the maximum numbers of credits covered by T.E.A.C.H. This allows our dollars to support more early childhood educators, many of whom do not receive other financial aid in the form of scholarships or grants.

While loans are an option for students, we encourage recipients to attend school at a pace that allows them to complete a degree program without loans.

**Note: If you receive an overage check or direct deposit from the college due to Pell or MN State grants, please contact us to make sure the college did not make an error in its billing.**

### **Release Time (center teachers, assistant teachers, and aides only)**

If you work for a child care program as a classroom teacher, assistant teacher or aide, then you are eligible for 3 hours a week of paid release time which starts the first week of your classes. (Check your contract to confirm that you are eligible.) Work with your supervisor to set up a schedule for release time and track it on the Form C, which was included in your award packet. See section on release time for further explanation.

### **Paying for Your Portion**

Check your contract to confirm what portion of tuition/books you owe T.E.A.C.H. Once T.E.A.C.H. receives a tuition bill, it will be paid to the college in full and then you will receive a bill or check from T.E.A.C.H. once the benefits (travel/books/sub time) have been factored in. Each “active” quarter or semester (meaning at least one credit is approved by T.E.A.C.H.), you are responsible for paying a portion of tuition and books. If you receive a bill, please mail a check to the T.E.A.C.H. office or call the bookkeeper to make a credit/debit card payment. **Any outstanding balance owed for your tuition and books must be paid before T.E.A.C.H. will authorize payment for a new semester or quarter.**

### **Completing a Term**

You must email a copy of your grades to T.E.A.C.H. upon completion of your courses. If you fail any classes you may be held responsible for repaying to T.E.A.C.H. all tuition and fee charges paid on your behalf, (see failure policy). You must submit grade reports to T.E.A.C.H. no later than three weeks after each semester/quarter ends. Additionally, if you do not submit grade reports by the end of the scholarship year, you will not be eligible to receive the bonus and/or raise as stipulated in the T.E.A.C.H. contract until all grade reports and additional paperwork are received.

Next Step: Once your classes are complete, email a copy of your grades to a T.E.A.C.H. counselor, this doesn't need to be an official transcript but does need to show the letter grade for each class. Once you have confirmed your classes for the next term, submit the pre-authorization form for your future classes (see deadlines above). Also, have your supervisor sign your Form C (if applicable) and email/fax it to the T.E.A.C.H. office.

### **Finishing Your Scholarship Year**

You must successfully complete a minimum number of credits within the scholarship year to be eligible for the bonus or raise, but T.E.A.C.H. will cover up to a maximum number of credits (see individual contract for details). (Authorized credits covered by the Pell Grant or other outside funds do count toward the credit maximum.) **If you reach your credit limit before the end of your scholarship year you will need to wait until the end to apply for another scholarship; you cannot overlap a new scholarship with an existing one even if you run out of credits before the end of your scholarship year.** In order for T.E.A.C.H. to issue a bonus to you and/or a compensation letter to the sponsoring center, you must submit all required grade reports and paperwork to your T.E.A.C.H. counselor. You must also not owe any money to T.E.A.C.H. (See section on Bonus/Raise for more details)

### **Scholarship Renewal**

If you plan to reapply for another scholarship we recommend completing the Renewal Form (found on the T.E.A.C.H. website) 1-2 months before the end of your scholarship year. **Pay all balances to the T.E.A.C.H. Program before reapplying: new scholarships will not be awarded if there is an outstanding balance on your T.E.A.C.H. account.**

Here are the steps to renew your scholarship:

1. Complete the Renewal Form (available on the T.E.A.C.H. website)
2. Upload or email the required documentation, this usually includes:
  - a. Signed Participation Agreement
  - b. Paycheck stub or Schedule C
  - c. FAFSA confirmation for the next school year
  - d. Grades for all classes taken during the scholarship year
3. Once all documents have been received, T.E.A.C.H. will award a new scholarship, send out an award packet and mail your bonus check (if applicable).

## Completion/Graduation

If you are graduating or do not plan to reapply for another scholarship please follow the steps to complete your scholarship:

1. Complete the Exit Form (available on the T.E.A.C.H. website).
2. Upload/Email the required documentation, this usually includes:
  - a. Paycheck stub or Schedule C
  - b. Grades for all classes taken during the scholarship year
3. Once the paperwork has been received we will mail out your bonus check (if applicable).

If you owe a balance to the T.E.A.C.H. program, we will apply your bonus to the balance before sending you a check for the remainder or an updated bill.

**Please let your T.E.A.C.H. counselor know if you are graduating, we like celebrating our graduates!**

Next Step: Complete and submit the paperwork required to renew or close out your scholarship.

## Commitment year

For each scholarship year you complete, you are committed to working at least one additional year for your current employer or under your current family child care license. A commitment year immediately follows the completion of the scholarship year. All scholarship models require a commitment period. A commitment year may be served at the same time as another scholarship contract.

## Scholarship and Commitment Year Completion

If you fail to complete a scholarship or commitment year:

- You may be asked to pay all or some portion of your scholarship back.
- T.E.A.C.H. MINNESOTA may not award future scholarship awards to you.
- Your eligibility with other programs supported by Child Care Aware (e.g. REETAIN) may be affected.

Any of the following situations may be considered a failure to complete your scholarship contract (or commitment year):

1. Failure to maintain a minimum of a 2.0 GPA;
2. Withdrawing or being expelled from college;
3. Failure to pay any sum owed to T.E.A.C.H. within three months of the date of the invoice;
4. Choosing to leave your current work position or closing your family child care during the term of the contract or during the commitment year;
5. Providing false information to the T.E.A.C.H. office
6. Conviction of a felony or misdemeanor that causes the termination of your job or FCC license
7. Declaring bankruptcy or insolvency while owing a debt to the T.E.A.C.H. program

## Repayment

If you do not complete your scholarship or commitment year you may be required to repay some or all of the money T.E.A.C.H. paid on your behalf.

You will **not** be required to repay to T.E.A.C.H. tuition charges and reimbursements (such as travel stipend and books) made on your behalf if:

- Medical reason(s) made it impossible for you to complete the terms of the scholarship/commitment year. (You will be required to submit to T.E.A.C.H. a letter from your physician stating that medical reasons made it impossible for you to complete the terms of the scholarship/commitment year);
- You were terminated from your employment at your sponsoring center due to low enrollment, the closing of your sponsoring center, or other reasons out of your control;
- There are any other extenuating circumstances; you may write a letter to the T.E.A.C.H. team describing your situation and why you are requesting that you not have to repay your scholarship. The team will consider your situation and share it with the T.E.A.C.H. advisory committee before making a final decision.

You **will** be required to repay to T.E.A.C.H. MINNESOTA tuition charges and reimbursements (such as travel stipend and books) made on your behalf by if:

- You choose to terminate your current employment at your sponsoring center during your scholarship or commitment year; or
- You stop offering child care under your family child care license during your scholarship or commitment year

In the above situations, your scholarship contract will be terminated as of the last day of your employment with the sponsoring center or the last day you operated your family child care under your current family child care license. You must contact your T.E.A.C.H. counselor if your employment status changes. **See the Contract Addendum (included in your award packet) for specific repayment/collection policies.**

When a recipient is required to repay their scholarship, T.E.A.C.H. decides how much must be repaid based on the following process:

1. If a recipient has had more than one scholarship year, the T.E.A.C.H. team determines if they have fulfilled the commitment year for the previous scholarship(s). Generally, recipients are required to repay funds based on the last scholarship year and current scholarship year but not going back further than 1 previous completed contract. If a recipient has completed at least half of their commitment year, their debt will be reduced by 50%.
2. The amount that must be repaid by the recipient is different based on whether or not they are going to continue being employed in the early childhood field. Choosing to leave the early childhood field completely will result in the recipient being required to repay the full amount of their scholarship.

The definition of “working in the early childhood field” is : in a program that is licensed or legally regulated. The program must they serve children birth-age 5 or be a school-age care program. Examples of program in the early childhood field are: licensed child care centers, family child care programs, Head Starts, school based pre-k/school readiness programs, or school-age care programs. Working in a nonregulated or unlicensed program would **not** be considered staying in the field. (For example, nannyng or family, friend or neighbor care.)

3. The amount owed by the recipient will be different depending on if they are a center staff person or family child care provider.
  - a. Center staff: If a center employee chooses to leave their sponsoring center before the end of their commitment year but stays in the field they will only be required to repay the portion the center paid for their tuition/books (see your contract for your center’s portion). However, if the recipient leaves their center and does not continue to work in the early childhood field, they will be required to repay their whole scholarship.
  - b. Family child care providers: If a provider chooses to close their family child care program but stays in the early childhood field they will not be required to repay their scholarship. However, if they leave the early childhood field they will be required to repay the full amount of their scholarship.

### **Appeal Process**

If you are required to repay some or all of your scholarship but you feel that you have special circumstances that caused you to be unable to complete the terms of your T.E.A.C.H. contract, you can request not be required to repay your scholarship. The steps in the T.E.A.C.H. appeal process are as follows:

1. Scholarship recipient writes an appeal letter explaining their situation and requesting that they not be required to repay scholarship money. The recipient emails/mails this letter to the T.E.A.C.H. office.
2. The T.E.A.C.H. team will submit the recipient’s letter to the T.E.A.C.H. advisory committee who will consider the request and offer their decision.
3. A T.E.A.C.H. counselor will get in touch with the recipient to let them know the team and committee’s decision.

## Additional T.E.A.C.H. Processes and Policies

### **Withdrawing From or Failing a Class**

This policy affects all classes dropped after your college's final add/drop deadline and after T.E.A.C.H. has paid for them. Classes dropped before the deadline do not apply but will still need to be communicated to your T.E.A.C.H. counselor. All withdrawn classes must be reported to your T.E.A.C.H. counselor immediately upon withdrawing from the class. It is recommended that you be in touch with your counselor long before you consider withdrawing. The T.E.A.C.H. staff is knowledgeable about resources that might help you to avoid withdrawing from a class and the associated consequences.

The first time you withdraw from or fail a class after T.E.A.C.H. has already paid, there will be no consequences. Your scholarship will continue but T.E.A.C.H. will not pay for the withdrawn/failed class when you re-take it during a future term. T.E.A.C.H. will only pay for a class one time. The second time you withdraw from or fail a class you will be required to repay T.E.A.C.H. for the cost of tuition and fees that were spent on your behalf. You will still be able to finish your current contract but will be required to pay your portion of tuition and fees for each term before payment for more classes will be approved. You must repay the cost of the withdrawn or failed class before the end of your current contract. The third time you withdraw from or fail a class you will be required to repay T.E.A.C.H. for the cost of tuition and fees that were spent on your behalf and your scholarship will be terminated at that point. You will be ineligible for a new scholarship as long as you owe a balance to the T.E.A.C.H. program.

### **Sponsoring Program Release Time (teachers, assistant teachers, and aides only)**

As part of the T.E.A.C.H. scholarship agreement with child care programs, teachers, assistant teachers, and aides (directors and assistant directors are NOT eligible for release time) are eligible for three hours of paid release time for each week that class is in session for up to 36 hours per quarter/48 hours per semester for terms with at least one college credit covered by T.E.A.C.H.

Release time is a required component of the T.E.A.C.H. contract for classroom staff, please check your contract to see if you are eligible. Recipients can use paid release time to attend class, study or handle personal needs. Recipients and their supervisors should meet before the start of each semester or quarter to ensure that the program can provide release time during work hours that are convenient (such as for a class or daytime study hours). Release time is flexible and hours can be combined across more than one week to provide a recipient with a half day or full day off if needed, a recipient and their supervisor should work together to find the best schedule. If a program is closed during the summer then release time isn't required, however, the sponsoring program still needs to fulfill the requirement of paying a portion of tuition/books for the class(es) the recipient took during the summer.

Release time is tracked on Form C, which T.E.A.C.H. sends to the sponsoring program supervisor along with the award letter. The sponsoring program should claim release time on Form C. All release time reimbursements are issued to the sponsoring program to help subsidize the cost for release time paid to recipients and/or for substitute(s). During a normal 16 week semester, recipients receive 3 hours of paid release time (at their current hourly rate) each week they are taking courses. T.E.A.C.H. will reimburse sponsoring programs for up to 36 hours per quarter or 48 hours per semester for a maximum of 144 hours per year at a rate of \$7.50 per hour (\$4.25/hour for KinderCare employees). Recipients should NOT sign Form C if they are not receiving release time.

Note: Recipients are NOT eligible for release time if they have reached the maximum credit limit and T.E.A.C.H. is not paying for tuition costs for that semester/quarter. **Center directors and assistant directors are NOT eligible for release time.**

### **Family Child Care Provider Sub Reimbursement**

T.E.A.C.H. issues the sub time reimbursement directly to the family child care provider; the reimbursement may be used to cover the cost of a substitute if necessary. Family child care providers do not submit release time claims, this benefit is always granted. T.E.A.C.H. automatically grants 16 hours of sub time per semester (\$160) or 12 hours of sub time per

quarter (\$120). Note: Recipients are NOT eligible for a sub time reimbursement if they have reached the maximum credit limit and T.E.A.C.H. is not paying for tuition costs for that semester/quarter.

### **Requesting a Reimbursement of Tuition**

In general, T.E.A.C.H. pays the college directly for your classes. However, if you were awarded a scholarship after the current term had already started and were required to pay the tuition you may request a reimbursement. **T.E.A.C.H. will not reimburse you for already completed terms or for a balance owed to the college before the start of your scholarship year.** In order to request a reimbursement, contact a T.E.A.C.H. counselor for the Tuition Reimbursement Form. The counselor will determine if you are eligible for a tuition reimbursement. Complete the form and email it to the T.E.A.C.H. office along with proof of payment for your classes (e.g.; credit card statement or student account statement) and a copy of your course registration for the classes you are claiming the reimbursement. If you would like to also request a book reimbursement, complete the Book Reimbursement form on the website. After T.E.A.C.H. receives all these documents, you will receive your reimbursement check.

### **Bonus and/or Raise**

#### Child Care Program Staff Compensation

Upon successful completion of the scholarship year, at the end of the term of the contract, if you have completed the required amount of credits (see contract) you will receive a bonus payment from T.E.A.C.H. as a recognition of your academic achievement. Additionally, recipients working for a child care program will receive a bonus or raise within six months from the end of their scholarship year from their employer (see contract for details). The sponsoring program compensation in the form of a bonus or raise is in addition to any other annual raise or bonus the sponsoring center pays you. T.E.A.C.H. will notify the sponsoring program director approximately six months after the end of the term of the contract to award compensation to you as outlined in the contract. T.E.A.C.H. will not be responsible for any delay or failure by the sponsoring program to pay any compensation to you regardless of the form, purpose or nature of the compensation. T.E.A.C.H. will not send a reminder letter if you have not completed and submitted all the documents required to complete or renew your scholarship. (For example, if you have failed to provide grades or renewal/exit paperwork.) If you are not sure if you have completed everything, contact a T.E.A.C.H. counselor. If you owe a balance on your T.E.A.C.H. account, your bonus will be used to cover your balance and you will be sent a check or bill for the remainder.

#### Bonus Payments

The sponsoring program will pay you a bonus within six months after you have successfully completed your scholarship year. The bonus is issued in addition to any other bonus or raise paid by your employer to you in that year.

#### Raise Payments

The sponsoring program will pay you a raise (as stipulated in the scholarship contract) within six months after you have successfully completed your scholarship year. The raise is in addition to your normal raise schedule.

If you choose to terminate your employment at the sponsoring program before you have successfully completed your scholarship year or before you have successfully completed the commitment year, you will forfeit all future bonus and raise payments, if any.

#### Family Child Care Provider Bonus

Upon your successful completion of the scholarship year, if you have completed the required number of credits to be eligible for a bonus, you will receive compensation from T.E.A.C.H. If you have not completed and submitted all the documents required to complete or renew your scholarship. (For example, if you have failed to provide grades or renewal/exit paperwork.) If you are not sure if you have completed everything, contact a T.E.A.C.H. counselor. If you owe a balance on your T.E.A.C.H. account, your bonus will be used to cover your balance and you will be sent a check or bill for the remainder. If you choose to close your family child care program before you complete the scholarship or commitment year, you will forfeit your bonus.

### **Scholarship Start Date Change**

Scholarship years start three times per year: January 1<sup>st</sup>, June 1<sup>st</sup> and September 1<sup>st</sup>. Recipients are assigned a start date closest to when they apply, if they apply after the start of their term and would like to use their scholarship for their current term, then their start date could be before they applied. T.E.A.C.H. will not pay for classes for a previous and completed term. If you are unable to take classes during the first term of your scholarship year you can request that your start date be moved. T.E.A.C.H. will only move a start date one time and only to the next start date forward (never the previous start date). For example, if your scholarship year starts June 1<sup>st</sup> but you are unable to take summer classes, you could request that your start date shifted to September 1<sup>st</sup>.

### **Scholarship Termination**

There are only a few reasons why the T.E.A.C.H. staff would end a scholarship before the year was complete. Those reasons include:

- No activity for two terms in a row
- Lack of communication from the recipient (despite multiple attempts to connect)
- Recipient left their job before the end of the scholarship year
- Recipient left the college before the end scholarship year

In most cases, above the recipient would not have to repay any of their scholarship, except possibly in the case of a recipient leaving their job (see repayment policy for more details).

### **Information Collection Process**

If you fail to submit all information and documents required for participation by the deadlines established (e.g. grade reports, program forms, renewal/exit forms, and other requested documents), a T.E.A.C.H. counselor will attempt to collect necessary information and documents by emailing, calling and/or mailing letters to you. After three unsuccessful contacts, T.E.A.C.H. may rescind the scholarship contract. In that case, you will be responsible for repaying all monies expended on your behalf for your scholarship and will forfeit your bonus. You may also be ineligible for future scholarships.

The general process by which counselors notify scholarship recipients of outstanding grade reports and other paperwork needed is as follows:

1. Email or phone call reminder
2. Second notice reminder by email or phone call
3. Final notice by email, phone call or letter
4. Rescind scholarship letter

### **Tax Information**

Scholarship funds paid by T.E.A.C.H. for the cost of tuition, fees, travel and book reimbursements are not taxable income to you. Paid release time and bonuses are taxable income to you. Family child care providers who exceed the maximum threshold of \$600 in a calendar year for release time and bonuses will be issued a 1099-Misc. Form, and T.E.A.C.H. will be reporting it to the IRS. Every scholarship recipient who receives or pays money to T.E.A.C.H. will receive a Yearly Education Expense Memo. You are responsible for determining the tax consequences of all scholarship funds paid to you and for paying any taxes incurred by you on all such funds.

### **Communication with T.E.A.C.H. Staff**

Ongoing communication between T.E.A.C.H. MINNESOTA counselors and scholarship recipients is critical. You must have updated contact information on file at all times to ensure that you receive important scholarship information, reminders and reimbursements. Email is the most frequent way counselors contact you, so you must ensure that the T.E.A.C.H. office has your most current email address on file, in addition to phone number and address. Please immediately contact your counselor regarding any changes in employment, college enrollment, or if you have moved.

### **T.E.A.C.H. Website**

Stay connected to T.E.A.C.H. information and resources online anytime. Please find application materials, forms, program resources and announcements at: [www.childcareawaremn.org/teach](http://www.childcareawaremn.org/teach)

### T.E.A.C.H. Recipient Facebook Group

There is an active Facebook group created especially for current T.E.A.C.H. recipients, consider joining in order to stay up to date on T.E.A.C.H. reminders and information as well as connect with other recipients. If you didn't receive an invitation to join, please contact a T.E.A.C.H. counselor.

### **Contact Information**

Child Care Aware of Minnesota  
T.E.A.C.H. Early Childhood® MINNESOTA  
10 River Park Plaza, Suite 820  
Saint Paul, MN 55107

**Phone:** (651) 290-9704  
**Fax:** (651) 209-1761  
**Website:** [www.childcareawaremn.org/teach](http://www.childcareawaremn.org/teach)  
**General email:** [Teach@ChildCareAwareMN.org](mailto:Teach@ChildCareAwareMN.org)

### **The T.E.A.C.H. Team**

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